

Call to Order

The meeting was called to order by Mr. Stumpf at 7:00 p.m. in the Third Floor Conference Room A at Town Offices. The meeting was live cablecast.

In attendance were Chairman S. Jon Stumpf, Margaret (Peggy) Kruse, Joanne Marden, Linn Anderson, Bonnie Zahorik, Max Arai, Eugenie (Janie) Moffitt, John Barry and Greg Serrao. Also in attendance was Donna Walsh, Finance Director and Buzz Stapczynski, Town Manager.

Mr. Stumpf opened the meeting by congratulating the Town Manager on his impending retirement and thanking him for his dedicated years of the service to the Town. A hearty ovation followed.

Approval of Minutes

Finance Committee

December 10, 2014 Meeting

Upon motion duly made by Mr. Serrao and seconded by Mr. Barry, it was unanimously voted to approve the above minutes subject to minor changes. Motion passed 9-0.

Triboard

October 22, 2014 Meeting

Upon motion duly made by Mr. Serrao and seconded by Ms. Zahorik, it was unanimously voted to approve the above minutes subject to minor changes. Motion passed 9-0.

November 24, 2014 Meeting

Upon motion duly made by Ms. Kruse and seconded by Mr. Serrao, it was unanimously voted to approve the above minutes. Motion passed 9-0.

December 8, 2014 Meeting

Upon motion duly made by Ms. Kruse and seconded by Ms. Moffitt, it was unanimously voted to approve the above minutes. Motion passed 9-0.

Information Technology Discussion

Information Technology Advisory Committee (ITAC) Mission

Mr. Stumpf introduced Maurice Desruisseau, Chairperson of the ITAC Committee, and asked him to define its mission. Mr. Desruisseau responded that the Committee serves in an advisory role only to the CIO. Ms. Anderson referenced the attached 2010 Memorandum of Agreement with the CIO at the time of his hiring, and suggested that the time is right to expand and redraft the Agreement. Mr. Vispoli agreed and added that the Committee is comprised of professional IT experts who will be providing vision and direction for solutions to town and school IT initiatives.

Cable Revenue Update

Mr. Stumpf asked Ms. Walsh for an update on the cable revenue account. She reported quarterly revenue payments are received from both Comcast and Verizon. These monies are used to fund certain technology Articles, community cable TV and debt service on the \$2.5M funding approved for IT in 2012. For FY2014, \$1.4M was the ending balance in the cable account. Mr. Stumpf questioned whether franchise fees will continue, and Ms. Walsh responded these payments were regulated by state law.

Chief Information Officer – Warrant Articles Discussion

Mr. Stumpf thanked the CIO for coming to the meeting and addressing the questions of the Committee. Mr. Puzzanghera distributed a written presentation which explained the FY16 IT CIP requests, and which also answered specific questions from Mr. Stumpf and Mr. Serrao (see attached Information and Technology Fincom Presentation “ITFP”). He answered direct questions of the Committee as follows.

IT-3 Digital Records Pilot - \$35K

Mr. Serrao asked the CIO if a policy on retention and destruction of records and establishing long-term costs, including storage area, was part of this project.

Mr. Puzzanghera replied that, even though the state has an extensive policy on municipal retention of paper records, which we follow, it offers no specific guidance on best practices of records digitization. He noted that significant personnel changes had been made in the department of IT at the state level, but he did not anticipate that guidance and direction to municipalities would be forthcoming in this area. Every municipality was on its own to establish its own policy.

Mr. Puzzanghera also stated that his overall purpose is to free up valuable space. By requesting funds as a “pilot,” IT would be able to determine an overall records management strategy, not known at this time. While the costs involved would be deliverables of the pilot, the \$35K would cover a) small scale software procurement or subscription; b) engagement of a records management consultant and c) funds to convert 1-2 data sets either from the Town Clerk’s office or from HR into a pilot system. Training of staff in compliance, and not over-compliance, was critical in maintenance of policy going forward.

IT-5 Student PC Mobile Carts - \$84,214

Mr. Stumpf asked Mr. Puzzanghera how we were going to fund the 6K+ student fleet of computers. Mr. Puzzanghera summarized his answers (see ITFP pp. 17-18). He reported that the pilot entitled iAndover, a one-to-one program initiative, would begin next Tuesday involving 100 students in each of the middle schools. It was anticipated that primary source of funding would be based on a BYOD (bring your own device) or school-supplied “leased loaners,” the pilot would generate significant and important information from teachers and parents with regard to costs and successful integration in the classroom.

IT-1 Annual PC Leasing Program – Cable Fund

Mr. Stumpf inquired how repair/replacement of classroom projectors is funded (see page 8 of ITFP). Mr. Puzzanghera responded there is nothing budgeted for this item. 250 projectors were recently purchased with a three-year warranty. 100 smart boards that are now 7-10 years old are coming to the end of their life cycle, and will need to be replaced at \$2K per board.

Discussion ensued with regard to developing a plan to purchase/lease equipment inclusive of replacement information/costs. Mr. Puzzanghera felt the maintenance, repair and replacement should be built into the IT operational budget. While IT has budget dollars for “infrastructure,” neither departments nor schools have specific funds set aside for this line item. Also discussed was the idea of establishing a BYOD program for staff knowledge workers.

IT-6 Safety and Security Communications Enhancements - \$600K

There was general conversation about the need to have improved communication systems in the school classrooms to ensure the safety of our students.

Mr. Puzzanghera reported that as of July 1st, IT was not responsible for the telephone bill.

Funds – Workers Compensation, Health Insurance/Other

Mr. Stumpf asked Ms. Walsh to summarize the various town funds. After a discussion on the role of offset receipts and revolving funds in programs like Youth Services and Community Services, it was agreed that Mr. Arai would look into the way these funds have been historically managed and how better to reflect revenue and expenditures.

Health Insurance**Bidding Timeline**

Mr. Stumpf asked Ms. Walsh how many health insurance bids had been received thus far. She reported none. MIIA had not yet set its minimum/maximum rate and will do so next week. Other bidders will wait until then. She also reported that a large volume of claims over the past year, both in dollars and numbers of claims, may have a significant impact on rate for FY2016.

Number of Subscribers

Ms. Walsh reported a total of 1,880 subscribers. This is 489 higher than last year, but with 415 retired teachers coming over from GIS last year, the net increase is 74.

Public Employee Committee (PEC)

Ms. Walsh reported that the PEC agreement, which has the responsibility of negotiating health insurance, only, is due to expire June 30, 2015. It was agreed non-renewal of this agreement may present an opportunity to have health insurance benefits become open to negotiation by the unions as part of a full compensation package, including salary and benefits. Mr. Barry noted that the OPEB Committee felt this would be a step in the right direction.

Tax Levy Exhibit

Mr. Stumpf referenced the attached Tax Levy Exhibit. Discussion ensued with regard to the impact on the taxpayer of using the FY2015 excess levy capacity of \$1.8M on the FY2016 levy limit.

Property Tax Bill Projection Models

Ms. Marden referenced the attached three (3) Property Tax Bill Projection Models. Discussion ensued with regard to the impact on tax bills of various tax scenarios.

Liaison Updates

P&F - Ms. Kruse reported that she is met with Ed Ataide and Linn Anderson. It is anticipated that the West Elementary site renovation will be pulled this year in place of the AHS library renovation.

The Ballardvale fire station is in need of extensive structural repairs. It will be saved for historical purposes with an adjacent building to house vehicles.

The Memorial Hall Library balcony project is moving forward.

Spring Grove Cemetery Maintenance funds will be taken out of perpetual care fund.

There is asbestos in every school building; when acoustic tiles are replaced, or other work is done, asbestos is removed. This abatement process will be ongoing for the foreseeable future.

Taxes – Ms. Marden - see above.

School Dept – No further update.

IT – Ms. Anderson asked Ms. Walsh to give an update on MUNIS. She reported that a) she was working with Mike Kirk as Barbara Moriches’s replacement; b) current version of 7.3 will no longer be supported and an update to version 10.5 was planned in March; c) data would be cleaned and a dashboard implemented for user convenience; d) purchase order feature had been rolled out in Finance and Purchasing departments and P&F to follow in February; d) Purchasing Agent had developed a “how-to user guide; and Position Control making progress; but the reporting feature is not that great and custom reports will need to be designed; and project accounting with DPW and P&F in the works.

Library – Ms. Zahorik reported that she had met with Ms. Mazin. Replacement of the windows was imperative and questioned whether this project takes precedence over the balcony project. The project is planned for subsequent year.

Fire – Mr. Barry reported that the Ballardvale Subcommittee is meeting Thursday morning @ 7:30AM and will update Committee at next meeting.

Future Meeting - Next meeting scheduled for Wednesday, January 28th.

Adjournment

Upon motion duly made by Mr. Serrao and seconded by Mr. Barry, it was unanimously voted to adjourn. The motion passed 9-0.

The meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Minutes of December 10th Meeting
Minutes of Triboard Meetings in October, November and December
Information and Technology Presentation
Memorandum of Agreement with CIO
Tax Levy Exhibit
Property Tax Bill Projection Models